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General

Occasionally, a student or dependent's [termination reason](#) needs to be changed; for example:

- A student notifies the school that he/she is not returning for the next session. The designated school official (DSO) does not take action on the record; so then, the Student and Exchange Visitor Information System (SEVIS) auto-terminates the record for Failure to Enroll. The DSO can request a new termination reason for the Authorized Early Withdrawal, which does not carry negative consequences.
- A student requests a temporary leave of absence and the DSO terminates the record with Authorized Early Withdrawal. However, the student is not able to return within the five-month limit. The DSO can request a termination reason change from Authorized Early Withdrawal to Absent from Country for Five Months.

DSOs can submit a correction request to change the status of a termination reason. However, the Student and Exchange Visitor Program (SEVP) must approve this type of correction request.

Request Change to Termination Reason

To request a change to a student's termination reason:

1. Navigate to the *Student Information* page.



View:
Event History
Request/Authorization Details
Transfer History
Employment Information
Actions: Corrections
Corrections
Request Reinstatement
Transfer Out

Student Information

F-1 STUDENT Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: August 15, 2015 End Date: May 15, 2019	I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE TERMINATION REASON: UNAUTHORIZED DROP BELOW FULL COURSE	Status: TERMINATED Status Change Date: August 17, 2016 SEVIS ID: N0004704562
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Personal / Contact

Gender FEMALE	U.S. Address 3201 PATTERSON AVE, RICHMOND, VA 23221 - 2316
Date of Birth April 3, 1990 Age 26	Address Status Valid S - Mailbox at a street address
Country of Birth SLOVAKIA	Foreign Address 1423 Broskynova Ul. Nitra, 94901, SLOVAKIA
Country of Citizenship SLOVAKIA	Telephone Student does not have a telephone number.
Email Address	

2. Click **Corrections**. The *Corrections Management* page opens.

Corrections Management

"i" information icon denotes help about the page ⓘ
Question Mark denotes information about the field ⓘ

[Return to Student Information](#)

F-1 Student Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/15/2019	Status: TERMINATED SEVIS ID: N0004704562
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Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the students Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Use this option also if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. ⓘ
Student Status	Use this option to correct the students SEVIS record status. Click here for more information. ⓘ
Request Change to Termination Reason	Use this option to change the students termination reason. Click here for more help. ⓘ

Existing Correction Requests

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
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3. Click **Request Change to Termination Reason**. The *Correction Request: Termination Reason* page opens.

Correction Request: Termination Reason

Required fields are marked with an asterisk (*)
"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

F-1 Student Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/15/2019	Status: TERMINATED SEVIS ID: N0004704562
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Termination Reason: * Request Status Code help (?)

Termination Reason Comment: Termination Reason Comment help (?)

Characters Remaining: 1000

Correction Remarks: * Correction Remark help (?)

Characters Remaining: 1000

4. Complete the fields:



Field	Description
Termination Reason*	<ul style="list-style-type: none"> • Select one of the following from the drop-down list: <ul style="list-style-type: none"> ○ Absent from country for five months ○ Authorized drop below full course time exceeded ○ Authorized early withdrawal ○ Change of status approved ○ Change of status denied ○ Change of status withdrawn ○ Death ○ Expulsion ○ Failure to enroll ○ Failure to report while on OPT ○ No show – Manual termination ○ Otherwise failing to maintain status ○ School withdrawn <p>Note: DSOs should never use School withdrawn. SEVIS notes this reason when it auto-terminates student records because a school loses SEVP certification and is withdrawn from SEVP.</p> <ul style="list-style-type: none"> ○ Suspension ○ Transfer student no show ○ Unauthorized drop below full course ○ Unauthorized employment ○ Unauthorized withdrawal ○ Violation of change of status requirements <p>Note: See the SEVIS Help Hub on Study in the States for more information on SEVIS Termination Reasons.</p> <ul style="list-style-type: none"> • This is a required field.
Termination Reason Comment	<ul style="list-style-type: none"> • Enter how the student violated status, when choosing “Otherwise Failing to Maintain Status.” • Remarks will appear in the Correction Request History for this correction request. • Field has a 1000-character limit.
Correction Remarks*	<ul style="list-style-type: none"> • Explain why correction is needed.



Field	Description
	<ul style="list-style-type: none">• Remarks will appear in the Correction Request History for this correction request.• Field has a 1000-character limit.• This is a required field.

5. Click one of the following:

- **Cancel:** Cancels the action and returns the user to the *Corrections Management* page.
- **Submit:** Submits the correction request. The *Submit Successful* page opens.

Submit Successful

The following Request ID was assigned to this correction request: **211694**

This correction request requires review by SEVP.

Upload EvidenceReturn to Corrections Management PageReturn to the Student Information Page



This page has the number assigned to the correction request. This case number will appear with the case information for this correction request on the *Corrections Management* page.

6. Click one of the following:

- **Upload Evidence:** The *Upload Correction Request Evidence* page opens.



We expect the **Upload Evidence** function to be available in December 2016.

- **Return to Corrections Management Page:** Returns to the *Corrections Management* page.
- **Return to the Student Information Page:** Returns to the *Student Information* page.



Correction Request Processing

See the [SEVIS Correction Requests Overview](#) for an explanation of the correction request process, including notification from the SEVIS Help Desk of receipt of the correction request and its completion.

Icon Guide

See the [SEVIS Help Icons Job Aid](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
December 28, 2015	Initial Release
August 31, 2016	Updated screenshots and added Termination Reasons in bullet style to table, instead of screenshot.